	Approved as Amended		ed Not Approved	Responsible Officer Action by Approved	Carponsible Onicer Charles North	Responsible Onicer Audul 1864
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	Disposition Authority Number		For the State Archivist	For the State Auditor For the	For the Attorney General	For the Atto
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	The state of the s					T THE SAME AND ADDRESS OF THE SAME ADDRESS OF THE SAME ADDRESS OF THE SAME AND ADDRESS OF THE SAME AND ADDRESS OF THE SAME AND
		l years after cancellation.	OFM	Cancelled Project Information for Land Use or Zoning Permits (MUP type documentation) or Building Construction Permits:	Cancelled Project Info Permits (MUP type do Construction Permits:	00060
		Retain until superceded or obsolete, potentially Archival.	OPR	Board of Adjustment Decisions: Decisions made on land use issues and code interpretations made until the early 1970's.	Board of Adjustmoland use issues aneearly 1970's.	00049
endangered and should be conserved and restored where possible by professional conservators as quickly as possible before they are lost beyond recovery.				earliest platting.	and maps from the earliest platting.	
Portions are	And a second	Permanent. Archival	OPR	Abstract Map Files: Handwritten property abstracts	Abstract Map File	00047
Remarks	Location of Other Copies	Retention Period for Primary Copy	OPR I	& Description	Record Series Title & Description	Item No.
Ref: Chapter 40.14 RCW Print Date: April 25, 1999		SEATTLE DCLU Records Retention and Disposition Schedule Regulating Land Use	SEATT s Retention au Regulati	Record		

	Approved as Amended	Action by Local Records Committee Approved Not Approved Approved	by Local Reed Not	Action by Approved	Responsible Officer	Responsible Officer Add 1864	Responsible Officer Add 1811
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	Authority Number	Disposition	For the State Archivist	For the	For the State Auditor	For the Attorney General	For the Att
		6 years	OPR	e reviewed and	rmits: These applications are reviewed and vU.	Curb-Cut Permits: issued for SPU.	00037
Current records maintained electronically. Older records maintained in hardcopy.		or superseded.	(A ordinances.	Zoning: Meet to refine gray areas in ECA ordinances.	Zoning: Me	
Potentially archival.		Retain until obsolete	OPR	cal Areas.	Committee Minutes. Environmental Critical Areas.	Committee N	00039
		Permanent and microfilm	OPR	interpretation decisions,	Code Interpretation Decisions: Includes interpretation decisions, hearing examiner appeals and decisions, settlement agreements.	Code Interpretation De decisions, hearing exar settlement agreements	00050
Exhibits of appeals not incorporated into the final decision may be disposed of 6 months after the hearing examiner decision.		Microfilm and dispose of hard copy 5 years after decision or final appeal.	OPR	ckground libits of , , documents by	Code Interpretation Decisions Related Background Materials: Includes comment letters, exhibits of appeals not incorporated into the decision, documentation of notices, plaintiff letters, documents by the parties.	Code Interpression Materials: In Appeals not in documentation the parties.	00051
Remarks	Location of Other Copies	Retention Period for Primary Copy	OPR OFM		Record Series Title & Description	Record Serie	Item No.
Ref: Chapter 40.14 RCW Print Date: April 25, 1999		SEATTLE DCLU Records Retention and Disposition Schedule Regulating Land Use	SEA Is Retentio Regul	Record			

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APPRILITATION OF THE PROPERTY	Disposition Authority Number		For the State Archivist	For the	For the State Auditor	For the Attorney General	For the Atto
		Retain as long as the life of the House Barge	OPR	relating to	House Barge Documents: All information relating to the permit issuance for allowing the mooring of a barge acting as a floating residence	House Barge the permit is acting as a fl	00035
If the records being indexed are disposed of then the index can be disposed of. Potentially archival.		Retain until obsolete or superceded.	OFM	tes current Kept on 4x6	Historical Master Use Permit Index: Predates current data base index system with some overlap. Kept on 4x6 cards until 1983.	Historical Maste data base index s cards until 1983	00046
Correspondence of significance may be kept for up to 5 years		l year after current year	OFM	c: May also of letters ors, Kept	General Correspondence/ Non case specific: May also include staff issues and procedures, copies of letters developed for signature by Mayor or directors. Kept frequently as desk files.	General Correspondence include staff issues and developed for signature frequently as desk files	00001
Microfilm decision letters. Dispose of all hard copy after 5 years.		5 years	OPR	sstablishing nforming photographs.	Establish Use for the Record: Process for establishing an after the fact permit, usually for non-conforming usage. Includes research decision letters, photographs.	Establish Use an after the f usage. Inclu	00055
If electronically imaged this record must be microfilmed within 10 years of imaging.		Permanent. Microfilm or electronically image.	OPR	emptions: es not have cludes also	Environmentally Critical Areas (ECA) Exemptions: Issued if applicant can show a property does not have characteristics of the ECA it is within. Includes also tree cutting permits.	Environmentally Cr Issued if applicant c characteristics of the tree cutting permits	00038
Remarks	Location of Other Copies	Retention Period for Primary Copy	OPR OFM		Record Series Title & Description	Record Serie	Item No.
Ref. Chapter 40,14 RCW Print Date: April 25, 1999		SEATTLE DCLU Records Retention and Disposition Schedule Regulating Land Use	SEAT) s Retention a Regulati	Record			

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	Authority Number	Disposition At	For the State Archivist) For the	For the State Auditor	For the Attorney General	For the Atto
Dispose of after recording is acted upon		l month	OFM 1		Log of MUP Counter Telephone Calls:	Log of MUP	00041
		Dispose of after review.	OFM I	w process only.	Liquor License Land Use Review: Review process only. No permit is issued.	Liquor License Lan No permit is issued	00042
If electronically imaged this record must be microfilmed within 10 years of imaging.		3 year and microfilm or electronically image.	OPR 3	utment ilding site.	Legal Building Site Letter: Official Department opinion letter for the potential use of a building site. Includes Development Potential Letters.	Legal Buildin opinion letter Includes Dev	00053
		l year after current year	OFM 1	ic: Reading file	Land Use Correspondence Project Specific: Reading file duplicate of information kept in MUP files.	Land Use Cor duplicate of in	00002
If electronically imaged this record must be microfilmed within 10 years of imaging. Photographs are potentially archival.		Permanent or microfilm and dispose of hardcopy.	OPR I	legal use of a	Land Use Certificates: To determine last legal use of a property.	Land Use Cer property:	00036
Remarks	Location of Other Copies	Retention Period for Primary Copy	OPR R		Record Series Title & Description	Record Serie	Item No.
Ref: Chapter 40.14 RCW Print Date: April 25, 1999		SEATTLE DCLU Records Retention and Disposition Schedule Regulating Land Use	SEATTI s Retention an Regulatin	Record			
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hat while	Responsible Officer	でいず	For the Attorney General	00027	00031	00040	Item No.	
	Officer	MO	ey General	Master Use Permit Fi and analysis letters, S determinations, transy studies (e.g. noise and decisions, reviews by fire, water, drainage, conference notes, recorded s adjustments (LBA's), photographs, informator cancelled projects	Major Institution Master Plans	Log of MUP Counter Visits:	Record Series 7	
	Responsible Officer	A Tree	For the State Auditor	Master Use Permit Files: Includes permits, decision and analysis letters, SEPA records and studies and determinations, transportation studies, other technical studies (e.g. noise and electromagnetic), design board decisions, reviews by other departments or agencies (fire, water, drainage, city light), pre-application conference notes, recorded parking covenants, recorded easements, recorded short plats, recorded lot boundary adjustments (LBA's), any other recorded documents, photographs, information similar to the above listings for cancelled projects.	n Master Plans	unter Visits:	Record Series Title & Description	
Approve	Action b	Quest .	For the	lecision ss and technical gn board gencies (ion s, recorded boundary unnents, we listings				Record
Approved X Not Approved	y Local Re	W. R.	For the State Archivist	OPR	OFM	OFM	OPR OFM	SEA Retention Regul
	Action by Local Records Committee	5990	Disposition	Microfilm or electronic image. Dispose of hard copy 5 years after issuance	Until superceded or obsolete.	One month after current month	Retention Period for Primary Copy	SEATTLE DCLU Records Retention and Disposition Schedule Regulating Land Use
Approved as Amended		ଉ	Authority Number				Location of Other Copies	
1			To the state of th	Retain hard copy for projects of significance and public interest. Photographs are potentially archival. If electronically imaged this record must be microfilmed within 10 years of imaging.	May be kept for library or informational material. Potentially archival.		Remarks	Ref: Chapter 40.14 RCW Print Date: April 25, 1999

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Disposition
3 year and microfi or electronically image.
Microfilm or electronically image and dispose of hard copy after recordation.
years after suance.
Dispose of after approval of permit
Retention Period fo Primary Copy
SEATTLE DCLU Records Retention and Disposition Regulating Land Use

Responsible Officer Responsible Officer Action by Local Records Committee Approved X Not Approved Ap	It is with the	For the Attorney General For the State Auditor For the State Archivist		O0052 Zoning Letter: Official Department opinion letters for a zoning inquiry commissioned by the public.	OFM State Environmental Policy Act (SEPA) Public Information Center Register, Informational copy only. Records and Documents and General Mail Releases: Includes SEPA studies, determinations and checklists, for other city agencies which are held as an information service only	O0034 Shoreline Exemptions: Small projects that are granted an exemption where no shoreline impact is determined. Includes photos.	Item No. Record Series Title & Description OPR	Records Ret
Local Records Committee Not Approved Approved as Amended	3008 E	Disposition Authority Number	All and the second seco	Microfilm or electronically image and dispose of hard copy in 3 years	3 years	Microfilm or electronically image and dispose of hardcopy. Retain photographs permanently.	Retention Period for Location of Other Primary Copy Copies	Records Retention and Disposition Schedule Regulating Land Use
	THE THE PARTY OF T			If electronically imaged this record must be microfilmed within 10 years of imaging.	Originals of these documents are kept with the originating entities.	Photographs are potentially archival.)ther Remarks	Ref: Chapter 40.14 RCW Print Date: April 25, 1999

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		Disposition Authority Number	Disposition Au	chivist	For the State Archivist	For the	for the State Auditor	For the Attorney General	For the Atto
	Portions are endangered and should be conserved and restored where possible by professional conservators as quickly as possible before they are lost beyond recovery.		Permanent. Archival	Pen	OPR	lly. Kept in	A record of Zoning historically. ooks	Zoning Maps. A Kroll Map Books	00048
L	Remarks	Location of Other Copies	Retention Period for Primary Copy	Rete Prim	OPR OFM		Record Series Title & Description	Record Serie	Item No.
<u></u>	Ref: Chapter 40.14 RCW Print Date: April 25, 1999		SEATTLE DCLU Records Retention and Disposition Schedule Regulating Land Use	SEATTLE DCLU intion and Disposit	SE Is Retent Reg	Record			